

# Chapter 1

## Building Local National Positions

### Chapter Overview

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**Introduction** This chapter explains the position structures used for Local National (LNs) positions in the modern DCPDS. It outlines the unique data fields required for LNs.

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**See Also**  Module 2, Position Management and Classification Using the Modern DCPDS  
Chapter 1, Building Positions

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**Before You Begin** Building an LN position is the same as an Appropriated position, except there are unique LN Descriptive Data Fields (DDFs) that are used when appropriate.



**Note:** Some position fields are auto-populated by the system. Users determine if the value that is auto-populated is appropriate or should be changed.

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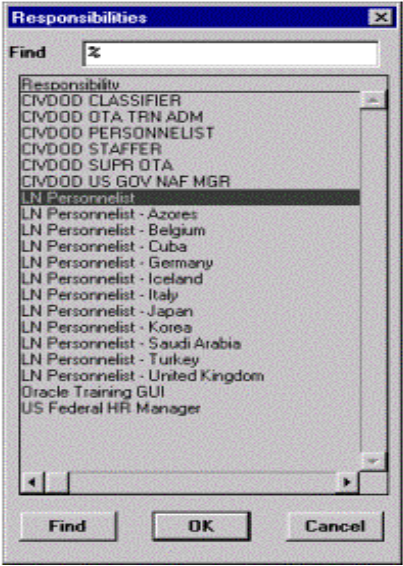
## Building an LN Position

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**Purpose** This section explains how to build an LN position.

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### Accessing the Position Window

| Step | Action  |
|------|---|
| 1    | <p>Select your responsibility from the <b>Responsibilities</b> Window, i.e., LN Classifier, LN Personnelist, etc.</p>  |
| 2    | Click <OK>. The <b>Navigation List</b> displays.  |
| 3    | On the <b>Navigation List</b> , click <i>Work Structures</i> → <i>Position</i> → <i>Description</i> → <Open>. The Position Window displays.   |

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## Building an LN Position, Continued

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### Building an LN Position

| Step | Action   |
|------|--|
| 1    | On the <b>Position</b> Window, follow the steps in Module 2, Chapter 1, Building Positions, starting with the section, “Completing the <b>Position</b> Window and Flexfields.” |
| 2    | Continue the steps in section, “Completing the <b>Additional Details</b> Window”, in Module 2, Chapter 1.  |
| 3    | Click < <b>Others</b> > at the bottom of the <b>Position</b> Window. The <b>Navigation Options</b> Window displays.  |
| 4    | Click the appropriate Agency (Ex: <b>Air Force Local National</b> , <b>Army Local National</b> , <b>Navy Local National</b> ).   |
| 5    | Click < <b>OK</b> >. The <b>Extra Position Information</b> Window with position type (DDFs) displays.  |
| 6    | Complete the <b>Extra Position Information</b> Flexfields as described in Module 2, Chapter 1, section “Completing the <b>Extra Position Information</b> Flexfields.”          |
| 7    | Continue following the steps in Module 2, Chapter 1, Section “Completing the <b>Multiple Agency Information</b> Window, through “Validating the Position.”                     |
| 8    | < <b>Validate</b> > the position.  |
| 9    | Click < <b>Save</b> >. You can now use the validated position in your actions.   |

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